

## **BATUMI AMERICAN CORNER ASSISTANT COORDINATOR**

### **SUMMARY OF WORK**

The American Corner of Batumi (BAC) is seeking an enthusiastic, highly motivated, and resourceful Assistant Coordinator to develop and coordinate engaging people-to-people programs and activities under the general supervision of the existing American Corner Coordinator.

Located at the Batumi Public Library, the BAC is an American-style cultural center and cooperative learning environment whose purpose is to increase mutual understanding between the people of Georgia and the United States. The BAC pursues this goal through holding engaging programs and providing information resources about the United States to all of its visitors. The BAC also provides a venue for organizing events, roundtables, conferences, and informal gatherings, in both real and virtual space. The BAC also acts as a resource center for visitors to learn more about U.S. best practices in English Language learning teaching, leadership training, innovation and entrepreneurship, science and technology, inclusion of people with disabilities, and civic engagement.

The BAC offers programs and activities in five core areas: EducationUSA advising (about studying in the United States), English language learning, cultural and STEAM (science, technology, engineering, arts and math) programs, engagement with Georgian alumni who have studied or been on an exchange in the United States, and general information about the United States, American society, and the values and experiences of its diverse people. The BAC also offers important learning, collaborative, and communication resources, such as books, films, games, "Makerspace" equipment, and access to the Internet and web-based real-time communications.

Successful applicants are expected to demonstrate the ability to make and strengthen the BAC as a center of creative and collaborative engagement between young Georgians and Americans, a place where innovative and creative activities happen on a regular basis, and where visitors will feel comfortable, welcome, and motivated to learn about the United States and American society. Successful applicants will demonstrate the ability to initiate on their own, and sustain, a wide range of activities at the same time, including but not limited to student clubs, EducationUSA advising (about studying in the United States), English language training, film screenings, lectures, workshops and seminars, cultural events, digital communications, and "Makerspace" activities (where visitors to the BAC can cultivate their STEAM skills through hands-on learning experiences with tools and equipment provided by the BAC). The BAC will provide regular programming in, and access to, creative and collaborative technology, such as 3D printers, robotics and electronics kits, video and music production tools, e-textiles and much more.

The Assistant Coordinator will be responsible for developing, leading, and improving programs primarily targeted at secondary school and university students and young professionals which help them acquire and improve knowledge-based skills necessary for success in their education and gainful employment in Georgia's evolving workforce. The Assistant Coordinator will also work closely with fellow BAC personnel and with personnel from the Community Development Academy nongovernmental organization to recruit, train and manage a diverse group of volunteer mentors for the BAC. The Assistant Coordinator will also work with these personnel to develop and implement community outreach plans to recruit skilled trainers for the wide range of BAC programs.

As necessary, the Assistant Coordinator will also provide support to his/her supervisor, the American Corner Coordinator, in the promotion of the BAC's online resources, the BAC's interactive and Internet-based events, and development of the BAC's outreach programming on various cultural issues and topics that reflect the BAC's key mission and goals.

This position is full-time (40 hours a week), including evenings and weekends. The U.S. Embassy located in Tbilisi will ensure the Assistant Coordinator is trained to fulfill the position's required duties; it will also review their performance to assess their suitability for continued employment at the BAC.

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### **REQUIRED EDUCATION, QUALIFICATIONS AND PROFESSIONAL SKILLS**

- University degree
- High level of enthusiasm, motivation, and resourcefulness
- Excellent spoken and written English
- Excellent information research skills and creativity
- Excellent computer skills, including knowledge of Microsoft Office and the ability to use social media websites and platforms, electronic databases, and search engines
- Excellent communication and customer service skills, and desire to interact with visitors of all ages and backgrounds
- Flexibility and ability to work as part of a team, and work respectfully in a multi-cultural and diverse setting
- Ability to plan, organize and carry out a wide variety of programs that promote knowledge of the United States and American society, the BAC, and the BAC's wide range of resources
- Ability to assess visitors' interests in topics related to the United States and the resources of the BAC
- Enthusiasm for American culture and promoting cross-cultural understanding between Georgians, BAC visitors of other nationalities, and the American people

### **ADDITIONAL PREFERRED, BUT NOT MANDATORY, EXPERIENCE**

- Participation in a U.S. State Department-sponsored exchange program to the United States
- English-language teaching experience (particularly with teenagers and young adults)

### **ANTICIPATED START DATE**

February 1, 2016

### **PERIOD OF PERFORMANCE**

The performance period will be from February 1, 2016 to January 30, 2017.

### **ANTICIPATED SALARY**

Full-time: \$7200/year

### **HOW TO APPLY**

The application packet consists of two parts:

#### **1) Application**

Cover letter, resume and the names and contact information for two references.

#### **2) Supplemental Questions**

Please respond to the questions below in English.

Answers (maximum 300 words per question) should be submitted in MS Word.

1. Do you have experience working with teenagers, students or young professionals in an informal or formal environment? If so, please describe.
2. Do you have experience with creative technology hardware, software and related tools, such as 3D printers and 3D design software; robotics; e-textiles; robotics; animation software; and/or other creative technology tools? If so, please describe.
3. Please describe any projects that best describe your organizational skills

## **BATUMI AMERICAN CORNER ASSISTANT COORDINATOR**

Please send all above materials by email, addressed to:

Keti Asatashvili, American Corners Coordinator  
U.S. Embassy, Tbilisi  
[AsatashviliK@state.gov](mailto:AsatashviliK@state.gov)

Applications will be accepted until **January 14, 2016**.